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AUTHOR Key, James P.
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INSTITUTION Marshall Univ., Huntington, W. Va. Dept. of Occupational, Adult, and Safety Education.
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ABSTRACT

One of twelve individualized performance-based modules, each based on a major competency needed by vocational administrators for effectively administering vocational education in local education agencies, this module focuses on the operation and functions of the National Advisory Council on Vocational Education, the functions of the state advisory council, and how to organize, utilize, and evaluate local advisory committees. The activities are primarily based on having the learner read a list of suggested materials and participate in a discussion or meeting related to the subject. Included in the module are an introductory section, terminal objective, summary of content, procedures, suggested resources, pretest, posttest, learning activities, and an answer sheet. (SH)

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Advisory Committees In Vocational Administration

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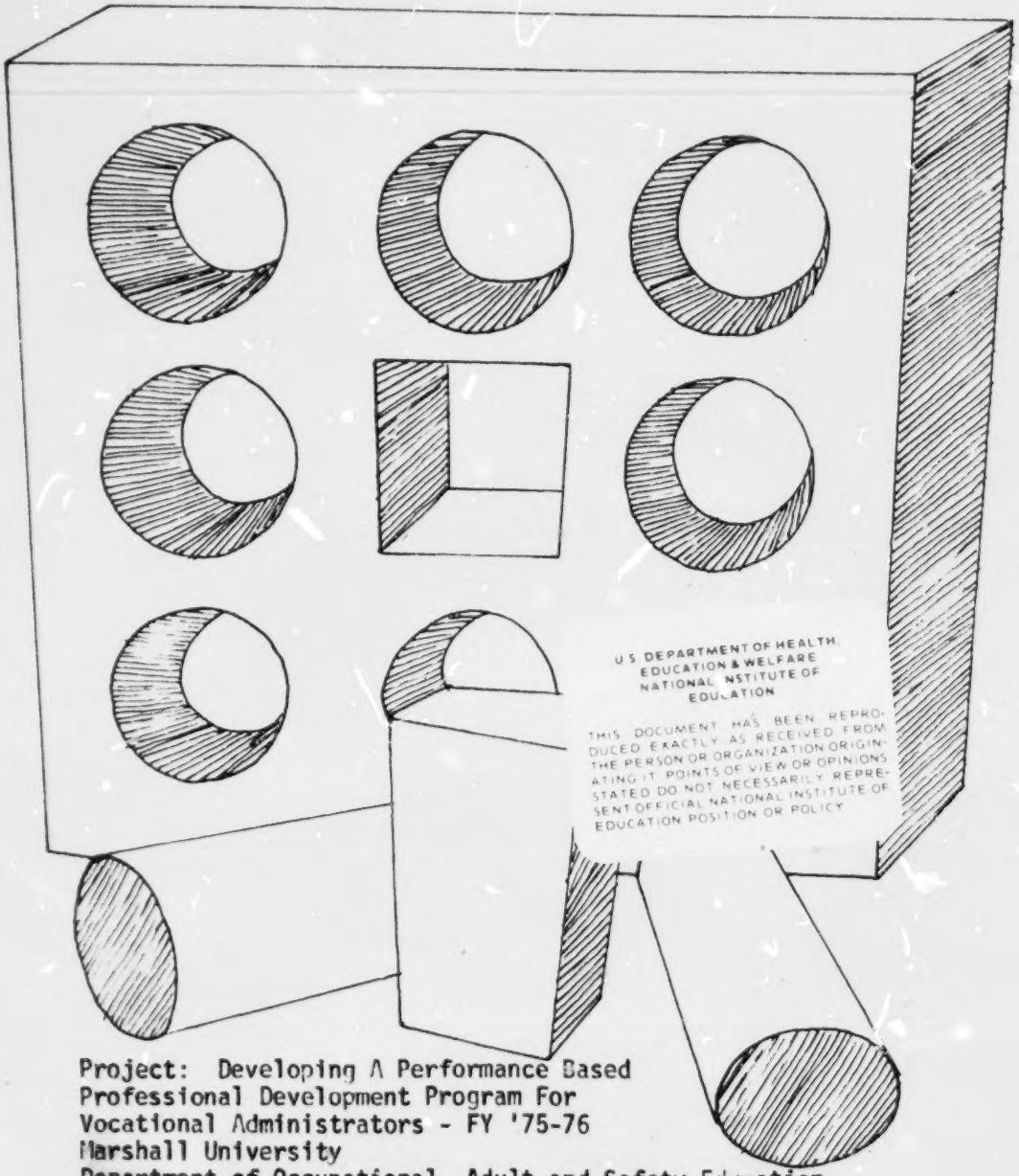
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Project: Developing A Performance Based
Professional Development Program For
Vocational Administrators - FY '75-76
Marshall University
Department of Occupational, Adult and Safety Education
Huntington, WV 25701

Written by: Dr. James P. Key, Oklahoma State University
Edited by: Patricia Lawson
Deborah Watson

CE 012 210

Instructor's Guide for the
Use of Individualized Modules

In each of the Individualized Modules you will find all or some of the following components:

1. Introduction
2. Terminal Objective
3. Content
4. Procedures
5. Student Competency Sheet
6. Resources
7. Pre-Test and/or Post-Test
8. Learning Activities
9. Simulation
10. Answer Manual

For the most part the material is self-explanatory and if so noted, certain pages are consumable.

In some of the modules, activities other than reading and responding through written communication are required. In these instances where seminars, site visitations, workshops, etc., are required, with the instructor directing the activity, the instructor is directed to utilize the Individualized Module and to inject his/her own methods for making the activity a success.

All materials to be evaluated are to be turned into the instructor. When a student has not achieved the competency required in the specific activity, the instructor is requested to develop a plan to correct the deficiency.

INTRODUCTION

According to provisions of Public Law 88-210 (The Vocational Education Act of 1963) P.L. 90-516, (The 1968 Amendments), and P.L. 92-318, (The 1972 Amendments), there shall be established a National Advisory Council on Vocational Education, State Advisory Councils on Vocational Education and Local Advisory Committees to aid in the development, operation and evaluation of Vocational Education programs.

This is a culmination of a long history of advisory groups. Advisory groups to Vocational Education were operating in the early 1900's and the Smith-Hughes Act of 1917 was the benchmark legislation leading the way to formation of advisory committees.

Legislation has been called "the demand of the people." Therefore, it would seem that the people are demanding advisory groups for Vocational Education.

Underlying this demand must be good reasons or advisory groups would not have been recommended over such a long period of time. Some of these reasons are:

1. Advisory groups provide a two-way system of communication between national, state, and local Vocational Education agencies and the various publics on these levels.

2. They provide a means for closer cooperation between Vocational Education groups and the business and industrial community.

3. They provide a democratic means for involving the public and receiving assistance from them.

To have an effective Vocational Education program an administrator should be knowledgeable of the National Advisory Council on Vocational Education, the State Advisory Council on Vocational Education and how to organize, utilize and evaluate local advisory committees.

TERMINAL OBJECTIVE

THE FOLLOWING IS WHAT YOU WILL BE CAPABLE OF DOING UPON SUCCESSFUL COMPLETION OF THIS PACKET:

The learner will demonstrate understanding of the national and state advisory councils by selecting the correct requirements, purposes and organiztion with 90% accuracy. The learner will also demonstrate a knowledge of advantages and limitations of local advisory committees in writing following a visit to an advisory committee meeting. The learner shall then prepare a plan to organize, use, and evaluate an advisory committee for the learner's local situation.

Content

On the following pages you will find:

Student Competency Sheet
Pre-Test
Learning Activities
Post-Test

Procedures

After reading the Introduction, Terminal Objective and Content, you may:

1. Decide whether you already have the competency identified in the Terminal Objective and proceed directly to the Post Test. Or--

2. Proceed to the Pre-Test and assess your present skills to determine which learning activities pertain to the parts you are unsure of and then complete only those. Or--

3. Go straight through the packet.

Resources: Instructor
Advisory Committee Module

Books:

A Guide for Planning, Organizing and Utilizing Advisory Councils. Illinois State Office of the Superintendent of Public Instruction, Springfield, Division of Vocational and Technical Education, 1975. (ED 117 338)

Advisory Committees, Board of Vocational Technical and Adult Education, Madison Misconsin. No Date.

Advisory Committees. The Best of Eric Series No. 6. Oregon University Eugene. Eric Clearinghouse on Educational Management. February 1975. (ED 099 954)

The Advisory Committee. Coordinating Council for Occupational Education, State of Washington. No Date.

The Advisory Committees and Vocational Education. American Vocational Association, Washington, D.C., August, 1969.

Advisory Committee for Distributive Education. Coordinating Council for Occupational Education, Olympia, Washington. No Date.

Bunten, John W., and Burnell, Larson. Advisory Councils are Essential to Vocational Education Programs in Nevada. State Department of Education, Vocational-Technical and Adult Education Division, Carson City, Nevada, June, 1967.

Burt, Samuel M. Industry and Community Leaders in Education. The State Advisory Council on Vocational Education, The W. E. Upjohn Institute for Employment Research, Kalamazoo, Michigan. No Date.

Burt, Samuel M. "If You Want Me To Serve On A School Advisory Committee." Washington, D.C.: News from NACVE, Special Edition, July, 1974.

Cochran, Leslie H. and Others. A Guide for the Effective Utilization of Advisory Committees. Central Michigan University. No Date. Mount Pleasant (ED 105 229)

Davis, Abbie. How To Work With Advisories. Report No. 73. New England Program in Teacher Education, Durham, N. H. 1974.

Danenburg, William P. and Others. An Evaluation of Advisory Committee Effectiveness. Final Report. University of South Florida, Tampa; Florida State Department of Education, Tallahassee, Division of Vocational, Technical and Adult Education. July, 1975. (VT 102 737)

Effectiveness of Local Advisory Committees. Colorado Advisory Council for Vocational Education, November, 1972.

Establishing Advisory Committees. State Department of Education, Concord, New Hampshire. No Date.

Guide for Public Schools In Planning Programs of Occupational Education For In-School Students. Texas Education Agency, Austin, Texas. June, 1972.

Hamlin, Herbert M. Citizens Committee In the Public Schools. Danville, Illinois: Interstate Printers, 1952.

A Handbook for Members of Advisory Councils for Occupational Education. The State Department of Education, Albany, New York. No Date.

Irons, Ray D. A Guide for the Organization and Utilization of Representative Advisory Committees. Idaho State Board for Vocational Education. No Date.

Leverenz, Donald. "Why Advisory Committees Fail" Journal of Business Education. Vol. 50, No. 8 (May 1975) p. 328.

Mallory, Arthur L. Organization and Function of Advisory Committees in Vocational Education. Missouri State Department of Education. No Date.

Miller, Larry E. Organizing and Using An Advisory Council. Virginia Polytechnic Institute and State University, Blacksburg. Agricultural Education Program; 1975. (VT 102 568)

Miller, LeAnn R. Citizen Advisory Committees. Pennsylvania State Department of Education, Harrisburg. Bureau of Planning and Evaluation, 1975. (ED 106 980)

Organization and Use of Advisory Committees. Alaska Department of Education. No Date.

Phipps, Lloyd J. and Others, CRU System: A Manual for Community Resource Utilization. Illinois University, Urbana; Department of Vocational and Technical Education. No Date. (ED 111 987)

Public Law 88-210

Public Law 90-576

Public Law 92-318

Resource Book for State Advisory Councils, The National Advisory Council on Vocational Education, 425 13th Street, N.W., Washington, D.C., 20004. 1973.

Roberts, Roy W. Vocational and Practical Arts Education. New York: Harper and Row Pub., 2nd Ed. 1965; 3rd Ed. 1971.

The Role of Advisory Committees in Vocational-Technical Education. State of New Jersey, Department of Education, Division of Vocational Education, Trenton, New Jersey. No Date.

Seeman, Martin L. Local Educational Advisory Committees in Nebraska. Nebraska Advisory Council for Vocational Education, Lincoln, Nebraska. No Date.

Sherck, C. Paul. "Impact of the St. Louis Advisory Committees. "The American Vocational Journal, Vol. 47, No. 4, April, 1972.

Shinn, Larry. "Is An Advisory Committee Necessary?" Journal of Business Education, Vol. 50, No. 8 (May, 1975) p. 329-30.

Snyder, John E. The Advisory Committee, Organization and Function in Vocational Education. Kansas State Department of Education. Topeka, Kansas, 1971.

State Advisory Council on Vocational Education, A Guide for Implementing Rules and Regulations, U.S. Department of Health, Education, and Welfare, Office of Education, Bureau of Adult, Vocational and Technical Education, Division of Vocational and Technical Education, Washington, D.C., 20202. 1971.

Steiger, JoAnn M. "Role of the National Advisory Council" Technical Education Reporter, Vol. I, No. 3, (Sept/Oct 1974) p. 18-26.

(PRE-TEST)

1. Select in the attached questions the correct requirements, purposes and organization of the national and state advisory councils on Vocational Education.

2. List advantages and limitations inherent in local advisory committees to the satisfaction of the instructor.

3. Write a plan for organizing, using and evaluating a local advisory committee on Vocational Education for your own situation.

PRE-TEST

NATIONAL ADVISORY

COMMITTEE (1963) COUNCIL (1968)

Task I

1. According to the Vocational Education Act of 1963 an advisory committee on Vocational Education was established in

   a. (HEW) The Department of Health, Education and Welfare
   b. (U.S.O.E.) The U.S. Office of Education within HEW
   c. (N.I.E.) The National Institute of Education
   d. (Labor) The Labor Department

2. The National Advisory Committee (V.E.A. 1963) consists of

   a. The commissioner of U.S.O.E. (as chairman), a representative of the department of HEW, Agriculture and Labor and 12 appointed members.
   b. The secretary of HEW (as chairman), a representative of the Departments of Commerce, Agriculture and Labor and 12 appointed members.
   c. The secretary of HEW (as chairman), a representative of the Departments of Commerce, Agriculture and Labor and 6 appointed members.
   d. The commissioner of U.S.O.E. (as chairman), a representative of the Departments of Commerce, Agriculture and Labor and 12 appointed members.

3. The appointed members of the National Advisory Committee on Vocational Education (V.E.A. 1963) shall be appointed by _____ _____ and approved by _____.

   a. The secretary of HEW; the commissioner of U.S.O.E.
   b. The secretary of Labor; the secretary of HEW.
   c. The commissioner of U.S.O.E.; the secretary of HEW.
   d. The commissioner of U.S.O.E.; the secretary of Labor.

4. The appointed members of the National Advisory Committee (V.E.A. 1963) shall include persons: (familiar with)

   a. Management and labor and administration of state and local vocational programs.
   b. With special knowledge, experience or qualification with respect to vocational education and professional educators.
   c. a and b and vocational teacher educators.
   d. a and b and representatives of the general public.

5. Not more than _____ members of the National Advisory Committee on Vocation· Education (V.E.A. 1963) shall be professional educators.

   a. 3
   b. 5
   c. 6
   d. 8

6. The Advisory Committee (V.E.A. 1963) shall meet at the call of the chairman, but not less than _____ a year.

   a. once
   b. twice
   c. three times
   d. four times

7. The Advisory Committee (V.E.A. 1963) shall advise the commissioner:

   a. in the preparation of general regulations.
   b. with respect to policy matters concerning the 1963 Act, V.E.A. of 1946, and supplementary Vocational Education Acts.
   c. a and b and policies concerning research project funding.
   d. a and b and policies concerning state plans and approval of projects.

8. Members of the Advisory Committee (V.E.A. 1963) shall be entitled to receive compensation:

   a. at rates fixed by th· secretary.
   b. not exceeding $75 per day including travel time.
   c. a and b and travel expenses only.
   d. a and b and travel expenses plus per diem.

9. According to the V.E.A. 1963 an Advisory Council would be appointed in _____ to review the administration of programs and make recommendations for improvement.

   a. 1964
   b. 1966
   c. 1967
   d. 1968

10. According to the Vocational Education Amendments of 1968, a National Advisory Council on Vocational Education consisting of _____ members appointed by _____ shall be created.

   a. 12; the secretary of HEW
   b. 21; the president
   c. 12; the commissioner of U.S.O.E.
   d. 21; the secretary of HEW

11. The appointed members of the National Advisory Council (V.E.A. 1968) serve for a term of _____ years on a rotational basis.

a. 2
b. 3
c. 4
d. 5

12. The National Advisory Council (V.E.A. 1968) must include all the following except persons:

a. representative of labor and management.
b. knowledgeable of semi-skilled and technical employment.
c. representative of the news media.
d. representative of office and service industries.

13. The National Advisory Council (V.E.A. 1968) must include all the following except persons:

a. representative of agriculture
b. representative of home economics
c. representative of new and emerging occupational fields
d. representative of political science

14. The National Advisory Council (V.E.A. 1968) must include all the following except persons:

a. representative of the general public who are Federal employees.
b. representative of the general public who are not Federal employees.
c. having special knowledge of post secondary and adult programs.
d. having special knowledge of administration of state and local vocational education programs.

15. The National Advisory Council (V.E.A. 1968) must include all the following except persons:

a. familiar with manpower problems.
b. familiar with welfare problems.
c. experienced in the education and training of handicapped persons.
d. familiar with the special problems and needs of individuals disadvantaged by their socioeconomic backgrounds.

16. The National Advisory Council (V.E.A. 1968) shall meet at the call of the chairman but not less than _____ times a year.

a. 2
b. 3
c. 4
d. 5

17. The National Advisory Council (V.E.A. 1968) will advise the Commissioner concerning all except _____ vocational education programs supported with assistance under this title.

a. administration of
b. preparation of general regulation for
c. operation of
d. evaluation of

18. The National Advisory Council (V.E.A. 1968) will do all the following except:

a. make policy concerning the administration and operation of Vocational Education programs under this title including the effectiveness of such programs in meeting the purposes for which they are established and operated.
b. make annual reports of its findings and recommendations (including recommendations for changes in the provisions of this title) to the secretary of transmittal to Congress.
c. review the administration and operation of vocational education programs supported with assistance under this title.
d. conduct independent evaluations of programs carried out under this title and publish and distribute the results thereof.

19. The National Advisory Council (V.E.A. 1968) shall be entitled to receive compensation at rates fixed by the President, but not in excess of _____ per day, including travel time and _____.

a. $75; travel expenses
b. $100; travel expenses and per diem
c. $100; travel expenses
d. $75; travel expenses and per diem

20. To carry out its duties the National Advisory Council (V.E.A. 1968) was authorized for appropriation _____ in 1969 and _____ _____ for 1970-73.

a. 75,000; 100,000
b. 85,000; 110,000
c. 95,000; 125,000
d. 100,000; 150,000

21. The National Advisory Council (V.E.A. 1968) shall review _____ _____ of Vocational Education programs at the post secondary and adult levels within geographic areas and report its findings to the secretary.

a. maladministration
b. excessive funding
c. duplication
d. undersupervision

STATE ADVISORY COUNCILS

Task II

1. The Vocational Education Act of 1963 called for the creation of a State Advisory Council to include members familiar with Vocational Education needs of management and labor in the state and representative(s) of post secondary institutions providing Vocational or Technical Education:

   a. in every state to consult with the state board.
   b. if no state board existed to advise Vocational-Technical State Departments.
   c. if the state board did not include any representation.
   d. if recommended for that state by the commissioner.

2. Any state desiring to receive a grant under this title (Vocational Education Amendments of 1968) shall establish a state advisory council which shall include all except persons:

   a. familiar with needs of management and labor.
   b. representing industrial and economic development agencies
   c. representing legislative leaders concerned with vocational education.
   d. familiar with the administration of state and local vocational education programs.

3. The State Advisory Council (V.E.A. 1968) shall include all except persons:

   a. representative of community and junior colleges and other institutions of higher education or post secondary or adult education which may provide programs of vocational or technical education.
   b. familiar with programs of technical and vocational education including those in the private schools.
   c. representative of local education agencies and school boards.
   d. representative of manpower and the Comprehensive Area Manpower Planning System.

4. The State Advisory Council (NEA 1968) shall include all except persons:

   a. representing vocational educators and professional vocational education organizations concerned with the conduct of state and local vocational education programs.
   b. representing school systems with large concentrations of academically, socially, economically and culturally disadvantaged students .
   c. having special knowledge, experience or qualifications with respect to the special educational needs of physically or mentally handicapped persons.
   d. representative of the general public.

LEARNING ACTIVITY I

Task I

THE LEARNER WILL DEMONSTRATE A KNOWLEDGE OF THE REQUIREMENTS FOR, PURPOSES OF, AND ORGANIZATION OF THE NATIONAL ADVISORY COUNCIL ON VOCATIONAL EDUCATION AFTER READING A DESCRIPTION OF IT BY SELECTING THE CORRECT REQUIREMENTS, PURPOSES AND ORGANIZATION WITH 90% ACCURACY.

I-A

Read:

A.1 P.L. 88-210, Sec. 9, 12 and P.L. 90-576, TITLE I, PART A, SEC 104 (a)

or

A.2 Roberts, Roy W. Vocational and Practical Arts Education 2nd Ed. New York: Harper and Row Pub. 1965, p. 135, 149-150, 579, 581-2; and 3rd Ed. 1971, p. 116-117, 461-463.

I-B

After completing I-A, the learner will complete the objective test items received from the instructor with 90% accuracy.

If you successfully completed the task in Learning Activity I, you should proceed to Learning Activity II. If you need to acquire more knowledge about the National Advisory Council in order to perform as expected in Task I, reread the material in I-A and try I-B again. If you still feel you need more information to complete the task, see your instructor to develop a plan to correct your deficiencies.

TASK I QUESTIONS
(To Be Held By Instructor)

NATIONAL ADVISORY

COMMITTEE (1963) COUNCIL (1968)

Task I, I-B

1. According to the Vocational Education Act of 1963 an advisory committee on Vocational Education was established in:

   a. (HEW) The Department of Health, Education and Welfare
   b. (U.S.O.E.) The U.S. Office of Education within HEW
   c. (N.I.E.) The National Institute of Education
   d. (Labor) The Labor Department

2. The National Advisory Committee (V.E.A. 1963) consists of:

   a. The commissioner of U.S.O.E. (as chairman), a representative of the departments of HEW, Agriculture and Labor and 12 appointed members.
   b. The secretary of HEW (as chairman), a representative of the Departments of Commerce, Agriculture and Labor and 12 appointed members.
   c. The secretary of HEW (as chairman), a representative of the Departments of Commerce, Agriculture and Labor and 6 appointed members.
   d. The Commissioner of U.S.O.E. (as chairman), a representative of the Departments of Commerce, Agriculture and Labor and 12 appointed members.

3. The appointed members of the National Advisory Committee on Vocational Education (V.E.A. 1963) shall be appointed by _____ _____ and approved by _____.

   a. The secretary of HEW; the commissioner of U.S.O.E.
   b. The secretary of Labor; the secretary of HEW
   c. The commissioner of U.S.O.E.; the secretary of HEW
   d. The commissioner of U.S.O.E.; the secretary of Labor

4. The appointed members of the national Advisory Committee (V.E.A. 1963) shall include persons: (familiar with)

   a. Management and labor and administration of state and local vocational programs.
   b. With special knowledge, experience or qualification with respect to vocational education and professional educators.
   c. a and b and vocational teacher educators.
   d. a and b and representatives of the general public.

5. Not more than _____ members of the National Advisory Committee on Vocational Education (V.E.A. 1963) shall be professional educators.

   a. 3
   b. 5
   c. 6
   d. 8

6. The Advisory Committee (V.E.A. 1963) shall meet at the call of the chairman, but not less often than _____ a year.

   a. once
   b. twice
   c. three times
   d. four times

7. The Advisory Committee (V.E.A. 1963) shall advise the commissioner:

   a. in the preparation of general regulations.
   b. with respect to policy matters concerning the 1963 Act, V.E.A. of 1964, and supplementary Vocational Education Acts.
   c. a and b and policies concerning research project funding
   d. a and b and policies concerning state plans and approval of projects.

8. Members of the Advisory Committee (V.E.A. 1963) shall be entitled to receive compensation:

   a. at rates fixed by the secretary
   b. not exceeding $75 per day including travel time
   c. a and b and travel expenses only
   d. a and b and travel expenses plus per diem.

9. According to the V.E.A. 1963 an advisory Council would be appointed in _____ to review the administration of programs and make recommendations for improvement.

   a. 1964
   b. 1966
   c. 1967
   d. 1968

10. According to the Vocational Education Amendments of 1968, a National Advisory Council on Vocational Education consisting of _____ members appointed by _____ shall be created.

   a. 12; the secretary of HEW
   b. 21; the president
   c. 12; the commissioner of U.S.O.E.
   d. 21; the secretary of HEW

11. The appointed members of the National Advisory Council (V.E.A. 1968) serve for a term of _____ years on a rotational basis.

a. 2
b. 3
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12. The National Advisory Council (V.E.A. 1968) must include all the following except persons:

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14. The National Advisory Council (V.E.A. 1968) must include all the following except persons:

a. representative of the general public who are Federal employees
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c. having special knowledge of post secondary and adult programs.
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15. The National Advisory Council (V.E.A. 1968) must include all the following except persons:

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d. familiar with the special problems and needs of individuals disadvantaged by their socioeconomic backgrounds.

16. The National Advisory Council (V.E.A. 1968) shall meet at the call of the chairman but not less than _____ times a year.

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b. 3
c. 4
d. 5

17. The National Advisory Council (V.E.A. 1968) will advise the Commissioner concerning all except _____ vocational education programs supported with assistance under this title.

a. administration of
b. preparation of general regulation for
c. operation of
d. evaluation of

18. The National Advisory Council (V.E.A. 1968) will do all the following except:

a. make policy concerning the administration and operation of Vocational Education programs under this title including the effectiveness of such programs in meeting the purposes for which they are established and operated.
b. make annual reports of its findings and recommendations (including recommendations for changes in the provisions of this title) to the secretary for transmittal to Congress.
c. review the administration and operation of vocational education programs supported with assistance under this title.
d. conduct independent evaluations of programs carried out under this title and publish and distribute the results thereof.

19. The National Advisory Council (V.E.A. 1968) shall be entitled to receive compensation at rates fixed by the President, but not in excess of _____ per day, including travel time and _____.

a. $75; travel expenses
b. $100; travel expenses and per diem
c. $100; travel expenses
d. $75; travel expenses and per diem

20. To carry out its duties the National Advisory Council (V.E.A. 1968) was authorized for appropriation _____ in 1969 and _____ for 1970-73.

a. 75,000; 100,000
b. 85,000; 110,000
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d. 100,000; 150,000

21. The National Advisory Council (V.E.A. 1968) shall review _____ of Vocational Education programs at the post secondary and adult levels within geographic areas and report its findings to the secretary.

a. maladministration
b. excessive funding
c. duplication
d. undersupervision

LEARNING ACTIVITY II

Task II

THE LEARNER WILL DEMONSTRATE A KNOWLEDGE OF THE REQUIREMENTS FOR, PURPOSES OF, AND ORGANIZATION OF THE STATE ADVISORY COUNCIL ON VOCATIONAL EDUCATION AFTER READING A DESCRIPTION OF IT BY SELECTING THE CORRECT REQUIREMENTS, PURPOSES AND ORGANIZATION WITH 90% ACCURACY.

II-A

Read:

A-1 P.L. 88-210, SEC 5 (I); and
P.L. 90-576, TITLE I, PART A, SEC 104(b) (1).

OR

A-2 Roberts, Roy W. Vocational and Practical Arts Education, 2nd Ed. New York: Harper & Row Pub. 1965, pp. 150, 574 and 3rd Ed. 1971, pp. 463-464.

II-B

After completing the reading in II-A the learner will complete the objective test items received from the instructor with 90% accuracy.

If you successfully completed the task in Learning Activity II, you should proceed to Learning Activity III. If you need to acquire more knowledge about the State Advisory Council in order to perform as expected in Task II, re-read the material in II-A and try II-B again. If you still feel you need more information to complete the task, see your instructor to develop a plan to correct your deficiencies.

TASK II QUESTIONS
(To Be Held By Instructor)

STATE ADVISORY COUNCILS

Task II, II-B

1. The Vocational Education Act of 1963 called for the creation of a State Advisory Council to include members familiar with Vocational Education needs of management and labor in the state and representative(s) of post secondary institutions providing Vocational or Technical Education:

   a. in every state to consult with the state board.
   b. if no state board existed to advise Vocational-Technical State Departments.
   c. if the state board did not include any representation.
   d. if recommended for that state by the commissioner.

2. Any state desiring to receive a grant under this title (Vocational Education Amendments of 1968) shall establish a state advisory council which shall include all except persons:

   a. familiar with needs of management and labor.
   b. representing industrial and economic development agencies.
   c. representing legislative leaders concerned with vocational education.
   d. familiar with the administration of state and local vocational education programs.

3. The State Advisory Council (V.E.A. 1968) shall include all except persons:

   a. representative of community and junior colleges and other institutions of higher education or post secondary or adult education which may provide programs of vocational or technical education.
   b. familiar with programs of technical and vocational education including those in the private schools.
   c. representative of local education agencies and school boards
   d. representative of manpower and the Comprehensive Area Manpower Planning System.

4. The State Advisory Council (NEA 1968) shall include all except persons:

   a. representing vocational educators and professional vocational education organizations concerned with the conduct of state and local vocational education programs.
   b. representing school systems with large concentrations of academically, socially, economically and culturally disadvantaged students.
   c. having special knowledge, experience or qualifications with respect to the special educational needs of physically or mentally handicapped persons.
   d. representative of the general public.

5. The State Advisory Council (V.E.A. 1968) shall do all except:

   a. develop policy concerning administration of the state plan submitted pursuant to part b of this title.
   b. evaluate vocational education programs, services and activities assisted under this title and publish and distribute the results thereof.
   c. prepare and submit through the state board to the Commissioner and to the National Council an annual evaluation report.
   d. advise the state board concerning preparation of long-range and annual program plans pursuant to paragraphs (4) and (5) of section 123(a).

6. Not less than _____ days prior to the beginning of any fiscal year in which a state desires to receive a grant under this title, that state shall certify the establishment and membership of its state advisory council (V.E.A. 1968) to the Commissioner.

   a. 30
   b. 60
   c. 90
   d. 120

7. Each state advisory council (V.E.A. 1968) shall meet within _____ days after certification has been accepted by the Commissioner.

   a. 30
   b. 60
   c. 90
   d. 120

8. The time, place and manner of meeting shall be as provided for by the rules of the State Advisory Council, except that such rules must provide for not less than _____ public meeting(s) each year at which the public is given opportunity to express views concerning Vocational Education.

   a. 1
   b. 2
   c. 3
   d. 4

9. The State Advisory Council is authorized to be appropriated funds by the Commissioner to carry out its functions equal to 1 per centum of the state's allotment under section 103 but such amount shall not exceed _____ and shall not be less than _____.

   a. 50,000; 25,000
   b. 100,000; 35,000
   c. 150,000; 50,000
   d. 200,000; 75,000

LEARNING ACTIVITY III

Task III

THE LEARNER WILL DEMONSTRATE THE ABILITY TO RECOGNIZE THE ADVANTAGES AND LIMITATIONS OF LOCAL ADVISORY COMMITTEES (BY DESCRIBING THEM IN WRITING) AFTER VISITING A LOCAL ADVISORY COMMITTEE MEETING AND DISCUSSING THE ADVANTAGES AND LIMITATIONS WITH THE MEMBERS, TEACHER(S), AND ADMINISTRATOR(S) INVOLVED.

III-A

Through coordination with your instructor, make arrangements to visit the meeting of a local advisory committee for a Vocational Education Program(s) near you. Make arrangements to talk to the committee members, the teacher(s) and administrator(s) involved about the advantages and limitations of the local advisory committee.

You should also ask these people how they organized, how the committee is used, and how it is evaluated. This will provide you with valuable suggestions when you begin to prepare your own plan in Task IV.

III-B

After completing the interviews in III-A write out the advantages and limitations of local advisory committees you discovered. Turn these in to your instructor for evaluation.

If you successfully completed the task in Learning Activity III, you should proceed to Learning Activity IV. If you need to acquire a better knowledge of the advantages and limitations of the local advisory committee, work with your instructor to arrange an additional visit to a local advisory committee and turn in a list of the advantages and limitations noted to your instructor for evaluation. If you still feel you need more information to complete the task, see your instructor to develop a plan to correct your deficiencies.

LEARNING ACTIVITY IV

Task IV

THE LEARNER WILL DEMONSTRATE THE ABILITY TO DEVELOP A PLAN TO ORGANIZE, USE AND EVALUATE A LOCAL ADVISORY COMMITTEE AFTER READING SUGGESTED APPROACHES AND VISITING A LOCAL ADVISORY COMMITTEE (TASK III) BY SPELLING OUT IN WRITING STEPS WHICH WILL BE USED TO ORGANIZE, USE AND EVALUATE AN ADVISORY COMMITTEE ON VOCATIONAL EDUCATION IN THE LEARNER'S LOCAL SITUATION.

IV-A

Read:

A-1 A Guide For Planning, Organizing and Utilizing Advisory Councils. Illinois State Office of the Superintendent of Public Instruction, Springfield. Division of Vocational and Technical Education, 1975. (ED 117 338) OR--

A-2 Davis, Abbie. How To Work With Advisories. Report No. 73. New England Program in Teacher Education, Durham, N.H. 1974. OR--

A-3 Miller, Larry E. Organizing and Using An Advisory Council. Virginia Polytechnic Institute and State University, Blacksburg. Agricultural Education Program, 1975. (VT 102 568) OR--

A-4 Select from the attached list those publications you would like to read concerning advisory committees. OR--

A-5 Most states have pamphlets on advisory committee organization and use. Secure the pamphlet for your state to read. AND--

Record the suggestions about organization, use and evaluation gotten from members, teacher(s) and administrator(s) of the local advisory committee you visited in Task III. If Task III has not been completed, arrangements should be made to visit a local advisory committee before completing this task.

IV-B

After completing the reading and visit in IV-A prepare in writing the steps you would propose for a plan to organize, use and evaluate a local advisory committee on Vocational Education for your local situation. Turn this plan in to your instructor for evaluation.

After completing Task IV you should have achieved the competencies identified in the Terminal Objective. Review the post-test with your instructor to determine if you have adequately achieved all competencies.

TASK IV SELECTED READINGS

ORGANIZING ADVISORY COMMITTEES

A Guide For Planning, Organizing and Utilizing Advisory Councils. Illinois State Office of the Superintendent of Public Instruction, Springfield. Division of Vocational and Technical Education, 1975. (ED 117 338)

Advisory Committees. Board of Vocational, Technical and Adult Education, Madison, Wisconsin. No Date.

Advisory Committees. The Best of Eric Series No. 6. Oregon University Eugene. Eric Clearinghouse on Educational Management. February 1975. (ED 099 954)

The Advisory Committee. Coordinating Council for Occupational Education, State of Washington. No Date.

The Advisory Committees and Vocational Education. American Vocational Association, Washington, D.C., August 1969.

Advisory Committee for Distributive Education. Coordinating Council for Occupational Education, Olympia, Washington. No Date.

Bunten, John W., and Burnell, Larson. Advisory Councils are Essential to Vocational Education Programs in Nevada. State Department of Education, Vocational-Technical and Adult Education Division, Carson City, Nevada, June, 1967.

Burt, Samuel M. Industry and Community Leaders in Education. The State Advisory Council on Vocational Education, The W.E. Upjohn Institute for Employment Research, Kalmazoo, Michigan. No Date.

Bert, Samuel M. "If You Want Me To Serve On A School Advisory Committee." Washington, D.C.: News from NACVE, Special Edition, July, 1974.

Cochran, Leslie H. and Others. A Guide for the Effective Utilization of Advisory Committees. Central Michigan University. No Date. Mount Pleasant. (ED 105 229)

Davis, Abbie. How To Work With Advisories. Report No. 73. New England Program in Teacher Education, Durham, N.H. 1974.

Effectiveness of Local Advisory Committees. Colorado Advisory Council for Vocational Education, November, 1972.

Establishing Advisory Committees. State Department of Education, Concord, New Hampshire. No Date.

Guide for Public Schools In Planning Programs of Occupational Education for In-School Students. Texas Education Agency, Austin, Texas. July, 1972.

A Handbook for Members of Advisory Councils for Occupational Education. The State Department of Education, Albany, New York. No Date.

Irons, Roy D. A Guide for Organization and Utilization of Representative Advisory Committees. Idaho State Board for Vocational Education. No Date.

Leverenz, Donald. "Why Advisory Committees Fail" Journal of Business Education. Vol. 50, No. 8 (May 1975) p. 328.

Mallory, Arthur L. Organization and Function of Advisory Committees in Vocational Education. Missouri State Department of Education. No Date.

Miller, Larry E. Organizing and Using An Advisory Council. Virginia Polytechnic Institute and State University, Blacksburg. Agricultural Education Program, 1975. (VT 102 568)

Miller, LeAnn R. Citizen Advisory Committees. Pennsylvania State Department of Education, Harrisburg. Bureau of Planning and Evaluation, 1975. (ED 106 980)

Organization and Use of Advisory Committees. Alaska Department of Education. No Date.

Phipps, Lloyd J. and Others. CRU System: A Manual for Community Resource Utilization. Illinois University, Urbana; Department of Vocational and Technical Education. No Date. (ED 111 987)

The Role of Advisory Committees in Vocational-Technical Education. State of New Jersey, Department of Education, Division of Vocational Education, Trenton, New Jersey. No Date.

Seeman, Martin L. Local Education Advisory Committees in Nebraska. Nebraska Advisory Council for Vocational Education, Lincoln, Nebraska. No Date.

Sherck, C. Paul. "Impact of the St. Louis Advisory Committees." The American Vocational Journal, Vol. 47, No. 4, April, 1972.

Shinn, Larry. "Is An Advisory Committee Necessary?" Journal of Business Education. Vol. 50, No. 8 (May 1975) p. 329-30.

Snyder, John E. The Advisory Committee, Organization and Function in Vocational Education. Kansas State Department of Education. Topeka, Kansas, 1971.

(POST-TEST)

1. Select in the attached questions the correct requirements, purposes and organization of the national and state advisory councils on Vocational Education.

2. List advantages and limitations inherent in local advisory committees to the satisfaction of the instructor.

3. Write a plan for organizing, using and evaluating a local advisory committee on Vocational Education for your own situation.

POST-TEST

NATIONAL ADVISORY

COMMITTEE (1963) COUNCIL (1968)

Task I

1. According to the Vocational Education Act of 1963 an advisory committee on Vocational Education was established in:

   a. (HEW) The Department of Health, Education and Welfare
   b. (U.S.O.E.) The U.S. Office of Education within HEW
   c. (N.I.E.) The National Institute of Education
   d. (Labor) The Labor Department

2. The National Advisory Committee (V.E.A. 1963) consists of:

   a. The commissioner of U.S.O.E. (as chairman), a representative of the departments of HEW, Agriculture and Labor and 12 appointed members.
   b. The secretary of HEW (as chairman), a representative of the Departments of Commerce, Agriculture and Labor and 12 appointed members.
   c. The secretary of HEW (as chairman), a representative of the Departments of Commerce, Agriculture and Labor and 6 appointed members.
   d. The commissioner of U.S.O.E. (as chairman), a representative of the Departments of Commerce, Agriculture and Labor and 12 appointed members.

3. The appointed members of the National Advisory Committee on Vocational Education (V.E.A. 1963) shall be appointed by _____ _____ and approved by _____.

   a. The secretary of HEW; the commissioner of U.S.O.E.
   b. The secretary of Labor; the secretary of HEW
   c. The commissioner of U.S.O.E.; the secretary of HEW
   d. The commissioner of U.S.O.E.; the secretary of Labor

4. The appointed members of the National Advisory Committee (V.E.A. 1963) shall include persons: (familiar with)

   a. Management and labor and administration of state and local vocational programs.
   b. With special knowledge, experience or qualification with respect to vocational education and professional educators.
   c. a and b and vocational teacher educators.
   d. a and b and representatives of the general public.

5. Not more than _____ members of the National Advisory Committee on Vocational Education (V.E.A. 1963) shall be professional educators.

   a. 3
   b. 5
   c. 6
   d. 8

6. The Advisory Committee (V.E.A. 1963) shall meet at the call of the chairman, but not less than _____ a year.

   a. once
   b. twice
   c. three times
   d. four times

7. The Advisory Committee (V.E.A. 1963) shall advise the commissioner:

   a. in the preparation of general regulations.
   b. with respect to policy matters concerning the 1963 Act, V.E.A. of 1946, and supplementary Vocational Education Acts.
   c. a and b and policies concerning research project funding
   d. a and b and policies concerning state plans and approval of projects.

8. Members of the Advisory Committee (V.E.A. 1963) shall be entitled to receive compensation:

   a. at rates fixed by the secretary
   b. not exceeding $75 per day including travel time
   c. a and b and travel expenses only
   d. a and b and travel expenses plus per diem

9. According to the V.E.A. 1963 an Advisory Council would be appointed in _____ to review the administration of programs and make recommendations for improvement.

   a. 1964
   b. 1966
   c. 1967
   d. 1968

10. According to the Vocational Education Amendments of 1968, a National Advisory Council on Vocational Education consisting of _____ members appointed by _____ shall be created.

   a. 12; the secretary of HEW
   b. 21; the president
   c. 12; the commissioner of U.S.O.E.
   d. 21; the secretary of HEW

11. The appointed members of the National Advisory Council (V.E.A. 1968)

a. 2
b. 3
c. 4
d. 5

12. The National Advisory Council (V.E.A. 1968) must include all the following except persons:

a. representative of labor and management
b. knowledgeable of semi-skilled and technical employment
c. representative of the news media
d. representative of office and service industries

13. The National Advisory Council (V.E.A. 1968) must include all the following except persons:

a. representative of agriculture
b. representative of home economics
c. representative of new and emerging occupational fields
d. representative of political science

14. The National Advisory Council (V.E.A. 1968) must include all the following except persons:

a. representative of the general public who are Federal employees.
b. representative of the general public who are not Federal employees.
c. having special knowledge of post secondary and adult programs.
d. having special knowledge of administration of state and local vocational education programs.

15. The National Advisory Council (V.E.A. 1968) must include all the following except persons:

a. familiar with manpower problems
b. familiar with welfare problems
c. experienced in the education and training of handicapped persons
d. familiar with the special problems and needs of individuals disadvantaged by their socioeconomic backgrounds.

16. The National Advisory Council (V.E.A. 1968) shall meet at the call of the chairman but not less than _____ times a year.

a. 2
b. 3
c. 4
d. 5

17. The National Advisory Council (V.E.A. 1968) will advise the Commissioner concerning all except _____ vocational education programs supported with assistance under this title.

a. administration of
b. preparation of general regulation for
c. operation of
d. evaluation of

18. The National Advisory Council (V.E.A. 1968) will do all the following except:

a. make policy concerning the administration and operation of Vocational Education programs under this title including the effectiveness of such programs in meeting the purposes for which they are established and operated.
b. make annual reports of its findings and recommendations (including recommendations for changes in the provisions of this title) to the secretary for transmittal to Congress.
c. review the administration and operation of vocational education programs supported with assistance under this title.
d. conduct independent evaluations of programs carried out under this title and publish and distribute the results thereof.

19. The National Advisory Council (V.E.A. 1968) shall be entitled to receive compensation at rates fixed by the President, but not in excess of _____ per day, including travel time and _____.

a. $75; travel expenses
b. $100; travel expenses and per diem
c. $100; travel expenses
d. $75; travel expenses and per diem

20. To carry out its duties the National Advisory Council (V.E.A. 1968) was authorized for appropriation _____ in 1969 and _____ for 1970-73.

a. 75,000; 100,000
b. 85,000; 110,000
c. 95,000; 125,000
d. 100,000; 150,000

21. The National Advisory Council (V.E.A. 1968) shall review _____ _____ of Vocational Education programs at the post secondary and adult levels within geographic areas and report its findings to the secretary.

a. maladministration
b. excessive funding
c. duplication
d. undersupervision

STATE ADVISORY COUNCILS

Task II

1. The Vocational Education Act of 1963 called for the creation of a State Advisory Council to include members familiar with Vocational Education needs of management and labor in the state and representative(s) of post secondary institutions providing Vocational or Technical Education.

   a. in every state to consult with the state board
   b. if no state board existed to advise Vocational-Technical State Departments
   c. if the state board did not include any representation
   d. if recommended for that state by the commissioner

2. Any state desiring to receive a grant under this title (Vocational Education Amendments of 1968) shall establish a state advisory council which shall include all except persons:

   a. familiar with needs of management and labor
   b. representing industrial and economic development agencies
   c. representing legislative leaders concerned with vocational education.
   d. familiar with the administration of state and local vocational education programs.

3. The State Advisory Council (V.E.A. 1968) shall include all except persons:

   a. representative of community and junior colleges and other institutions of higher education or post secondary or adult education which my provide programs of vocational or technical education.
   b. familiar with programs of technical and vocational education including those in the private schools.
   c. representative of local education agencies and school boards
   d. representative of manpower and the Comprehensive Area Manpower Planning System.

4. The State Advisory Council (NEA 1968) shall include all except persons:

   a. representing vocational educators and professional vocational educational organizations concerned with the conduct of state and local vocational education programs.
   b. representing school systems with large concentrations of academically, socially, economically and culturally disadvantaged students.
   c. having special knowledge, experience or qualifications with respect to the special educational needs of physically or mentally handicapped persons.
   d. representative of the general public

5. The State Advisory Council (V.E.A. 1968) shall do all except:

   a. develop policy concerning administration of the state plan submitted pursuant to part b of this title.
   b. evaluate vocational education programs, services and activities assisted under this title and publish and distribute the results thereof.
   c. prepare and submit through the state board to the Commissioner and to the National Council an annual evaluation report.
   d. advise the state board concerning preparation of long-range and annual program plans pursuant to paragraphs (4) and (5) of section 123(a)

6. Not less than _____ days prior to the beginning of any fiscal year in which a state desires to receive a grant under this title, that state shall certify the establishment and membership of its state advisory council (V.E.A. 1968) to the Commissioner.

   a. 30
   b. 60
   c. 90
   d. 120

7. Each state advisory council (V.E.A. 1968) shall meet within _____ days after certification has been accepted by the Commissioner.

   a. 30
   b. 60
   c. 90
   d. 120

8. The time, place and manner of meeting shall be as provided for by the rules of the State Advisory Council, except that such rules must provide for not less than _____ public meeting(s) each year at which the public is given opportunity to express views concerning Vocational Education.

   a. 1
   b. 2
   c. 3
   d. 4

9. The State Advisory Council is authorized to be appropriated funds by the Commissioner to carry out its functions equal to 1 per centum of the state's allotment under section 103 but such amount shall not exceed _____ and shall not be less than _____.

   a. 50,000; 25,000
   b. 100,000; 35,000
   c. 150,000; 50,000
   d. 200,000; 75,000

PRE AND POST TEST

TASK I & TASK II

ANSWER SHEET

TASK I	TASK II
1. b	1. c
2. d	2. c
3. c	3. b
4. d	4. a
5. c	5. a
6. b	6. c
7. d	7. a
8. d	8. a
9. b	9. c
10. b	
11. b	
12. c	
13. d	
14. a	
15. b	
16. c	
17. d	
18. a	
19. b	
20. d	
21. c	